ACTEDS INTERN RECRUITMENT HANDBOOK

A Guide for Human Resource Specialists,

Customer Service Representatives,

and Managers

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Introduction

Purpose of the ACTEDS Intern Recruitment Cell Handbook

This handbook is designed to provide assistance to Civilian Personnel Advisory Centers (CPACs), Customer Service Representatives (CSRs), managers, and others with responsibility for recruiting or hiring Department of the Army ACTEDS Interns.

This handbook applies only to the recruitment and hiring of DA ACTEDS Interns and not to recruitment of other employees hired into Department of the Army. It provides guidance, options, and specific operational procedures that are designed to ensure efficiency throughout the recruitment and hiring process, culminating with the direct deposit of the employee's first paycheck into his or her bank account.

ACTEDS Intern Recruitment Cell

The ACTEDS Intern Recruitment Cell (ARC), located in Rock Island, IL, is responsible for recruiting DA ACTEDS Intern positions. Recruitment is typically at the GS-05 and GS-07 levels with target to GS-09, 11, or in some cases 12. There are intern positions that may be recruited at a lower or higher entry grade other than specified above. Approval may be needed if recruiting at an entry grade lower than GS-05 or higher than GS-07. Entry and target grades vary by occupation, organization, and location. Positions are filled worldwide, and include many different career programs.

Comments and/or suggestions should be forwarded through command channels to usarmy.RIA.chra-hqs.mbx.interns@mail.mil.

Chapter 1

Responsibilities

The ARC centrally recruits for ACTEDS Interns worldwide and extends job offers to selectees. The responsibilities of the ARC are specifically related to recruitment and not to issues arising after entrance on-duty (EOD). The servicing CPAC and/or local CSR handle advisory, assistance, and payroll-related issues.

The ARC will:

a. Clear special placement programs, Priority Placement Program (PPP), Reemployment Priority List (RPL), and SCT for each RPA.

b. Open announcements;

c. Review transcripts and verify appointment eligibility, e.g SF-50, DD-214, SF-15, VA Letter, etc;

d. Issue referrals, extend tentative offers, and withdraw job offers;

e. Set EOD dates mutually agreeable between selectee, management, and servicing HR offices

f. Coordinate release dates with losing organizations and obtain SF75 information, if applicable;

g. Code NOA and LAC as well as ZZZ, K12, and K15 Remarks (if applicable) and route the RPAs to servicing CPAC; and

h. Upload remaining documents that we obtain for the intern into the USAS Legacy or Upgrade system, **beginning with RPAs received in our office September 2017 (FY18 RPAs).** These documents may include the transcripts, mobility agreement, veterans documents, and proper documentation of current federal employees if applicable, etc.

The servicing CPAC will:

a. Review the ARC responsibilities above;

b. Perform applicant builds, finalize coding, and process all RPAs;

c. Coordinate to ensure org code/UIC combo is built in payroll/DFAS upon receiving the notification of job offer acceptance email. This portion of the process MUST be completed prior to the candidate's effective date. Refer to Chapter 5 for additional information.

d. Coordinate security clearance and pre-employment requirements using established procedures to include updating PET and providing Portal Notes;

e. Notify the ARC when pre-employment requirements have been completed and a start date may be established;

f. Verify citizenship;

g. Coordinate with and advise management on potentially derogatory information appearing on the OF-306 (Declaration for Federal Employment) (notify the ARC if job offer withdraw is necessary);

h. Coordinate with and advise management on employment suitability adjudication procedures (notify the ARC if job offer withdraw is necessary);

i. Provide advice and guidance to organizations concerning preparation of PCS orders and assist interns with travel voucher claims;

j. Advise and assist management with disciplinary actions, including removal actions.

k. Coordinate and ensure the Pathways Recent Graduate or PMF participant agreement (if applicable) is completed, signed, and filed in the candidate's eOPF.

l. After the ARC sends the EOD Notification email, in the USAS Upgrade assign the Official Job Offer workflow, and send the Official Job Offer to selectee to include salary determination and reporting instructions.

m. Coordinate with the CIVPRC in transmitting documents from USAS Upgrade New Hire (or USAS Legacy via Onboarding) to eOPF.

n. Set official pay as needed based on local pay setting policies.

o. The CPAC responsibilities listed above are not an all-inclusive list. Any additional tasks performed for any other employee at the organization, would be performed for the intern as well.

NOTE: ACWA recruitment will be handled in USAS Legacy until USAS Upgrade is fully functional.

The employing organization will:

a. Create all RPAs for reasons unrelated to an initial Recruit/Fill, including conversion of a Pathways Intern (student) or locally funded intern to an ACTEDS position (if eligible), as well as all promotion RPAs. The ARC will create RPAs for initial recruitment purposes only (see Chapter 3);

b. Develop and coordinate training requirements for all interns;

c. Prepare and approve PCS orders* and provide a copy to the employee and servicing CPAC; and

d. Manage all payroll, timecard, and attendance issues. Timekeepers should input time and attendance as early as possible and before established suspense dates. Timekeepers should contact the local CSR for help if necessary.

*Note: The training organization is responsible for preparing PCS orders and Transportation Agreement for ACTEDS Interns unless their CPAC does this as a courtesy for the organization.

Chapter 2

DA ACTEDS Intern Allocation Process

The requirements process begins by forecasting Army needs using an automated forecasting system, the Civilian Forecasting System (CIVFORS). CIVFORS is a sophisticated projection model that predicts future civilian personnel requirements under various scenarios and provides data to project strengths, gains, losses, and migrations at user-specified levels-of-detail for the civilian workforce.

The results of the model data, which identifies Command requirements, are used to formulate a baseline of Army's overall intern requirements. Commands are then queried on their accumulated intern requirements which should be based on documented needs, training capability, future staffing needs, and the ability to place graduate interns into permanent positions. Requests for ACTEDS centrally funded interns should identify mission changes or other factors that will effect intern requirements.

HQDA will develop a work year allocation proposal taking into consideration forecasting predictions, Command requirements/justifications, intern graduate placement capabilities, as well as ACTEDS funding levels. The proposed ACTEDS centrally funded intern allocation for each career program will be staffed for approval with the appropriate Functional Chief Representative (FCR).

The approved final allocations are distributed to Career Programs to initiate recruitment. The ARC cannot approve additional allocations; however, the Career Program may adjust their allocations to meet changing mission needs. The Career Program Functional Point of Contact will forward the request to the Office of the A-G1 for Civilian Personnel HQ Civilian Human Resources Agency, Training Management Office for approval.

Chapter 3

ACTEDS Recruitment Process

The process begins when the Career Program officials initiate RPA data into the AutoNOA Recruit Fill Tool. The AutoNOA Tool requires specific information related to the position, such as duty location, position description, intern supervisor, etc. It is extremely important for all data to be correct when entered into the AutoNOA Tool as the data is used to build the position. Detailed instructions can be found in the ACTEDS Recruit/Fill Tool Guide located on the ACTEDS Manager Website: https://nccpoc.ria.army.mil/Apps/ACTEDS/Default.aspx.

The AutoNOA Office will generate recruitment RPAs from the information entered into the AutoNOA Tool. RPAs generated through AutoNOA will have the POA on them, rather than having only the data in the Remarks area, as in the past. In addition, a sequence PD will be attached to the RPA. The ARC will clear the DoD Priority Placement Program (PPP), DoD Reemployment Priority List (RPL), and Special Candidate Tracker (SCT) for each RPA. The RPAs will be routed to the appropriate DCPDS Box after the EOD is established but at least two week prior to the projected EOD.

The ARC will contact the CP Office if any of the data on the submission is questionable. The CP Office is responsible for submitting a new recruitment request via the AutoNOA Tool if a change from the original information is necessary. Upon verification of the accuracy of the data and the method of recruitment entered into the tool, recruitment will be initiated.

The ACTEDS Intern program, authorized by 5 Code of Federal Regulations (CFR) Part 410, provides an important succession planning resource for future Army functional experts as well as functional and enterprise leaders. The Managing Army Civilian Training, Education and Development System (ACTEDS) Interns as a Strategic Asset memorandum describes the policies and procedures set forth for the program.

Recruitment Techniques

Identifying an appropriate recruitment strategy is a crucial step in the recruitment process. The ARC will prepare job announcements, depending upon which recruitment strategy is preferred by the CP Office or manager/selecting official. The most commonly used recruitment options are: external announcements (including Recent Graduates), VRA, Schedule A, Pathways Interns (student hires) and internal announcements.

External Announcements

The ARC may publish announcements on USAJOBS, which are open to all US Citizens. The announcements may be open for five days or longer depending on the number of vacancies, difficulty in filling the position(s), declination rate, etc. The ARC issues referrals to Career Program managers, and local hiring managers (if requested by the CP Office) from these recruitment efforts. Veteran's preference and Category Ranking procedures apply to these referral lists.

Pathways-Recent Graduates Program

The Recent Graduates Program affords developmental experiences in the Department of Army intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Positions are open to:

1. Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.
2. Preference eligible veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply.

All announcements will be published on USAJOBS. The announcement opening period may be for as little as one day if desired. Veteran's preference and category-based procedures apply to these referrals. The servicing CPAC, hiring official, and intern are required to complete and sign the Pathways Recent Graduate participant agreement.

Pathways-Presidential Management Fellows

The Presidential Management Fellows (PMF) Program is a flagship leadership development program at the entry-level for advanced degree candidates. Created more than three decades ago, the Program attracts and selects from among the best candidates and is designed to develop a cadre of potential Federal Government leaders. All Army PMF recruitment is performed by the ARC.

Veteran's Recruitment Appointment (VRA) Eligibles

The VRA is a special authority by which agencies can, if they wish, appoint eligible veterans without competition to positions at any grade level through GS-11 or equivalent (the promotion potential of the position is not a factor). VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service. The following veterans are eligible for a non-competitive VRA appointment:

1. Disabled veterans;
2. Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized;
3. Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded; and
4. Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.

If interested in hiring a VRA, provide a copy of the candidate's resume, transcripts, and veteran documents (DD-214, VA letter (if applicable) to the ARC. If the veteran is receiving disability compensation, a copy of the Office of Veteran's Affairs Letter for establishing civil service preference is also required.

VRA appointments of individuals with less than 15 years of education are required to complete a VRA training plan.

Schedule A
The Schedule A is a special authority by which agencies can, if they wish, appoint eligible candidates without competition to hire persons with disabilities. This critical tool is intended to increase employment opportunities for people with disabilities. Schedule A appointees are hired under excepted appointments. The following authority is most relevant:

1. Schedule A, [5 CFR 213.3102(u)](), for hiring people with severe physical disabilities, psychiatric disabilities, and intellectual disabilities.

If interested in hiring Schedule A, provide a copy of the candidate's resume, transcripts, and documentation of eligibility for employment under Schedule A to the ARC.

Schedule A appointees are hired under excepted appointments. More information can be found in the [Programs for Individuals with Disabilities (PIWD)]() page.

Pathways-Internship Program
The Pathways Internship Program replaces the Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP). This Program is designed to provide students enrolled in a wide variety of

educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed.

Candidates must be current students in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service.

Each agency must sign a Participant Agreement with the Intern that sets forth the expectations for the internship, and the intern's job **must** be related to the Intern's academic career goals or field of study.

Appointments of participants who have met all the requirements of the program may be converted to a permanent position within 120 days of successful completion of the program.

If interested in hiring a Pathways Intern, consult with the servicing CPAC. The ARC does not perform recruitment of Pathways Interns.

Internal Announcements
Merit promotion and placement is the staffing method used to consider internal candidates for competitive and non-competitive placement. These announcements are typically open to current career or career-conditional employees within Department of the Army/Department of Defense, reinstatement and VEOA eligibles. Candidates are referred in alphabetical order and hiring officials may select any of the candidates on the list.

Direct-Hire Authority (DHA) for Recent Graduates
AG-1(CP) allocates the number of DHA Recent Graduates each CP may utilize at the beginning of each FY. The area of consideration is open to:
1. Positions are open to Recent Graduates who were awarded a degree by an institution of higher education not more than 2 years before the dates of appointment of the applicant.
2. For a person who has completed a period of obligated service in a uniformed service of more than four years, the degree may be awarded by an institution of higher education not more than four years before the date of appointment of the applicant.

For ACTEDS recruitment an announcement posted to USAJOBS.gov is required with an open period of three days. Candidates are referred in alphabetical order and hiring officials may select any of the candidates on the list.

Passover and/or Objection Requests

The ARC is responsible for advising and assisting management on procedures for objecting to an eligible and/or passover of a preference eligible based on suitability, as well as reviewing all documentation submitted by management to make certain all requirements have been met.

Please refer to Civilian Human Resources Agency (CHRA) Standard Operating Procedure (SOP) No. 332-13-SOP-01, dtd 25 Oct 13, for any questions concerning employment suitability adjudication procedures.

Chapter 4

Post Selection Procedures

There are several required steps between the time a selection is made and appointment of the selectee. These steps illustrate best practices from many years of experience, along with changes needed to make the process more efficient and less cumbersome for all involved.

1. Once selecting officials make selections, the electronic annotated referral list(s) should be returned to the ARC, who will verify that all selections are in compliance.

2. The ARC makes all tentative offers and established EODs for ACTEDS Intern positions to facilitate monitoring of intern spaces and to ensure that RPAs are annotated and forwarded to the servicing CPAC in a timely manner. Once a tentative offer is accepted, notification is provided to the servicing CPAC Director, Career Program, hiring official, ACTEDS Command Intern Coordinator, and the A-G1 for Civilian Personnel HQ Civilian Human Resources Agency, Training Management Office. The following information is provided: Selectee's name and contact information; RPA number, organization and position information; ACTEDS Line of Accounting; and pre-employment requirements. **This advance notification enables the servicing CPAC to ensure the org code/UIC combo is built in payroll and allows them to initiate the pre-employment requirements process as required.**

   Note: CPAC Directors may designate one other individual to serve as POC and receive all correspondence related to hiring interns. Simply notify the ARC via email and provide the POC contact information.

3. The ARC obtains a signed DA mobility agreement for each intern.

4. The servicing CPAC will access the selected intern's resume and coordinate the completion of the OF-306 in the USAS Legacy or Upgrade system to initiate the security clearance/background check and pre-employment requirements. Additionally the selected intern will be sent through to New Hire/Onboarding. The servicing CPAC should coordinate the New Hire/Onboarding process as they would for any other selectee. CPAC POCs may request access to the appropriate USAS ARNC RO ACTEDS Recruitment Office by contacting the CHRA Region Mentors. If Onboarding access is needed in Legacy to the DA CHRA ACWA Office, please request access from the ARC staffer who sent out the email

notification after tentative offer acceptance.

NOTE: Legacy is being used only for ACWA recruitment at this time until Upgrade is fully functional.

Servicing CPACs should carefully review the OF-306 to determine if any negative information has been provided that would necessitate management coordination or action. In addition, the CPAC should verify citizenship.

5. Just as the ARC extends job offers, it has the responsibility to rescind any job offer as may be necessary due to circumstances such as failure to obtain interim security clearance, derogatory information on the OF-306, failure to establish citizenship/qualification credentials, or failure to provide required documentation within the designated timeframe.

6. An EOD is not established until the servicing CPAC notifies the ARC that pre-employment requirements have been cleared for the intern to come on board. The servicing CPAC will notify the ARC when all pre-employment requirements have been completed. The ARC will notify the candidate they have cleared pre-employment requirements and establish an EOD with the selectee. The official/firm job offer with salary and reporting instructions will be issued by the servicing CPAC. In Upgrade, this means the CPAC will need to assign the official offer workflow and send the official/firm offer via the New Hire system. For positions recruited in Legacy, the CPAC would send their standard official offer letter with salary and reporting instructions.

7. The ARC will code the RPA with nature of action and legal authority codes, EOD, and remark (i.e. ZZZ, K12, or K15), if applicable. Any other appointment information, e.g. selectee's information or special programs documentation, is annotated in Part D of the RPA. The RPA is then routed to the appropriate DCPDS Box for CPAC action. The servicing CPAC is responsible for building the applicant and finalizing the coding of the RPA. **Note: The ARC does not "approve" the RPA.**

NOTE: For interns who will require an Interagency Transfer with History request, the RPA will be routed to the servicing CPAC with the appropriate Family, NOA, LAC, and remark (i.e. ZZZ, K12, or K15) coded, if applicable. The servicing CPAC will need to process the Interagency Transfer portion to pull the employee onto the RPA and complete the process.

8. The ARC will route the RPA to the CPAC in DCPDS as soon as possible after the EOD is established but at least two weeks prior to the EOD.

The CPAC POC can access the remaining documents for the intern packet within the intern's USAS New Hire/Onboarding Documents page, which will include the resume, mobility agreement, appointment eligibility documents (DD-214, SF-15, VA Letter), SF-50 and SF-75 information (if applicable), and transcripts (if applicable). ACTEDS RPAs are NOT routed through an RM or RMM office.

Chapter 5

How to Avoid Pay Problems

Human Resources Specialists with the servicing CPAC, along with local Customer Service Representatives, should follow these procedures to avoid pay problems when appointing ACTEDS Interns via an initial recruitment effort. This chapter discusses a classifier's responsibility to coordinate with the local CSR/payroll to ensure the information is built in payroll before processing the action. Furthermore, instructions are included for looking up Unit Identification Codes (UICs)/Organization information in the Defense Civilian Pay System (DCPS). The goal is to eliminate or significantly reduce pay problems associated with hiring Department of the Army ACTEDS Interns.

Section A – Building a New UIC/Org Combination in Payroll

1. **HR Specialists with the servicing CPAC, upon receipt of the email notification, MUST check payroll to determine if the UIC and Organization code combination are built. If a new UIC or Organization code is required, coordination with the local CSR/payroll must occur to get the code built before processing the action. Note: Army guidance states that new UIC/Org codes must be forwarded to the Defense Finance Accounting Service (DFAS) at least 30 days prior to processing any actions using the new UIC/Org codes. Close coordination between HR with the servicing CPAC and local CSR/payroll is necessary to ensure timely completion.**

2. The universal UIC for ACTEDS Interns is "W4CMAA." AutoNOA will be building the POAs for all ACTEDS RPAs beginning with FY18 recruitment actions.

3. Human Resource Specialists with the servicing CPAC must use the DCPS Table Update Request form when reporting new UICs to local CSRs/payroll. For assistance in completing the form, please click on this link and follow the procedures under "1: Build the Position Accurately". The DCPS Table Update Request form is used when submitting a new org code to local CSRs; however, the Action Request System (ARS) Remedy must be used when forwarding new org requests to payroll.

Section B – CSR Coordination and Responsibilities

1. The responsible individual, CPAC or local CSR (it varies by region), should forward the DCPS form to the payroll office. This event should occur as soon as possible to guarantee that the new organization is added to payroll's database before employee personnel actions are processed.

2. Usually, the Payroll Customer Service Representative is responsible for coordinating with payroll so that the new organization can be added to payroll's database. CSRs will forward all requests for new UICs and new organization codes to the servicing DFAS payroll office within two workdays of receipt from the personnel community. At the same time, the CSR will send a courtesy email to the personnel community advising the point of contact that the request has been forwarded to the payroll office. **Note: Coordination with resource management may be required for accurate accounting classification. New UICs must be faxed using the DFAS tables update form. New org codes must be requested via DFAS ARS Remedy.**

3. Local Customer Service Representatives should contact their Command CSR for assistance on payroll-related or timekeeping issues.

Section C – UIC/Org Lookup in Payroll

The personnel community should verify that every new hire action processed accurately and timely in payroll. If the new UIC/Org codes are flowed to DCPS before entering the new codes into DCPS, the action will not post in DCPS and the employee will not be paid properly.

Instructions for looking up UIC/Org information in DCPS may be accessed by clicking on the following link: Instructions for looking up UIC/Org info in DCPS

Section D – Direct Deposit and Employee Mailing Address

During in-processing, new employees should fill out an employee mailing address card, direct deposit form, and W2. The personnel office must send these forms to the local CSR. CSRs will input initial payroll data on employees (e.g. Electronic Funds Transfer, direct deposit, tax information, and address) accurately and timely, and assist timekeepers in resolving timekeeping discrepancies.

CSRs should contact their Command CSR for assistance on payroll-related or timekeeping issues.

Section E – Intern Coding Job Aid – ACTEDS

This job aid (currently under HQ CHRA revision) provides instructions for the unique coding requirements for centrally- funded Department of the Army ACTEDS Interns:
http://www.chra.army.mil/a_char/tools/gps/files/Intern%20Coding%20(ACTEDS)%20as%20of%2007222014~256.doc

Chapter 6

Miscellaneous Information for Processing and Servicing Centers

ACTEDS Announcements
All announcements for ACTEDS positions may be found on the ACTEDS website at: https://ncweb.ria.army.mil/dainterns/default.htm.

ACTEDS Funding
ACTEDS will pay only 24 months for the intern or until the intern reaches full performance level, whichever comes first. For more information on the ACTEDS Intern Program, see Army Regulation 690-950: http://www.apd.army.mil/epubs/DR_pubs/DR_a/pdf/web/AR690-950_Web_FINAL.pdf.

Position Descriptions
The position descriptions for ACTEDS Interns are developed for each occupational series and the target grade will now be accurately identified on the PDs. To maintain consistency all classification will be performed by the North Central Region for ACTEDS Interns, rather than individual CPACs. For this reason, all Master PDs for interns will begin with BG. The PDs should NOT be modified by CPACs, nor should CPACs create Master PDs with their own CPOIDs. There will be an error in FASCLASS, however, it will not affect the onboarding of the interns. Each RPA will have the sequence PD attached.

After 24 months on ACTEDS roles or upon reaching their full performance level, whichever occurs first, the intern should be placed on a local position description.

NOTE: The above information is relevant beginning with FY18 RPAs.

Mandatory Pay Retention
ACTEDS Interns are entitled to mandatory pay retention if they are current DoD employees. Pay retention is **mandatory** for all formal developmental training programs under 5 CFR 536.301(a)(5), which reads: A management action that places an employee in a formal employee development program generally utilized Government wide, such as upward mobility, apprenticeship, and career intern programs.

According to 5 CFR 536.103 – Definitions: Management action means an action (not for personal cause) by an agency official not initiated or requested by an employee which may adversely affect the employee's grade or rate of basic pay. However, an employee's placement in or transfer to a position under a formal employee development program established by an agency for recruitment and employee advancement purposes (e.g., Career Intern Program)

is considered a management action even though the employee initiates or requests such placement or transfer.

Permanent Change of Station (PCS) Orders

The training organization is responsible for preparing initial PCS orders (DD1614) and Transportation Agreement (DD1618) for newly hired DA Interns. Included with the DD1614 will be cost estimates, which breaks down each element of resource, and an authorizing official signature in block 23. The completed DD1614 and signed/dated DD1618 will then be sent to the ACTEDS Resource Management Office for fund citation (Block 22) and final signatures in blocks 24-26. Once completed, the documents will be returned to the organization. ACTEDS follows the appropriate PCS allowances in accordance with the JTR. Please note that on very rare occasion, the CPAC prepares the orders as a courtesy to the organization. One rule of thumb to follow regarding initial travel orders for DA Interns is this: Whoever prepares the orders for any other employee of the organization would be the same person to prepare the orders for the ACTEDS Intern being placed at that organization.

Glossary

Term	Definition
Action Request System (ARS Remedy)	A web-based system allowing the personnel community to report problems to payroll through an automated tool and receive confirmation of problem resolution.
Administrative Careers With America (ACWA)	A rating instrument used for filling positions covered by the Luevano Consent Decree. These positions are subject to competitive examining, and use of an approved assessment is required by OPM.
Army Civilian Training, Education, and Development System (ACTEDS)	A system that ensures planned development of civilian members through a blending of progressive and sequential work assignments, formal training, and self-development for individuals as they progress from entry level to key positions.
Civilian Personnel Advisory Center (CPAC)	The CPAC performs human resource functions for commanders, managers, and employees. Functions include: classification, staffing, performance management, labor relations, management-employee relations, and many more advisory services.
Civilian Personnel Office Identification (CPO ID)	Identifies the CPAC that services the employee.
Customer Service Representative (CSR)	CSRs input all initial payroll data on employees, distribute pay problems to the appropriate action office, submit special payment requests, assist timekeepers in resolving timekeeping discrepancies, etc.
DD-214 (Certificate of Release or Discharge from Active Duty)	The report of separation form issued when a service member performs active duty or at least 90 consecutive days of active duty training. It contains information normally needed to verify military service for benefits, retirement, employment, and membership in

	veterans' organizations.
Defense Civilian Pay System (DCPS)	The standard payroll system for use by all DoD activities paying civilian employees. The system maintains pay and leave entitlement records, deductions and withholdings, time and attendance data and other pertinent employee personnel data.
Defense Finance and Accounting Service (DFAS)	The accounting firm of the Department of Defense (DoD).
DoD Priority Placement Program (PPP)	The primary means for implementing a DoD policy to minimize the adverse affects on employees caused by actions such as, but not limited to, reductions-in-force (RIF), base closures, realignments, consolidations, contracting out, position classification decisions, rotation from overseas, and transfers of function (TOF).
DoD Reemployment Priority List (RPL)	The RPL provides reemployment consideration for current and former DoD career and career conditional, competitive service employees, who are separated by reduction in force (RIF) or have received a RIF separation notice or Certificate of Expected Separation (CES), and those who are separated (or who accept a lower graded position instead of separation) due to compensable injury or disability and who fully recover more than one year from the date compensation is payable.
Fully Automated System for Classification (FASCLASS)	A web-based automated position classification records system that is maintained centrally at HQDA, which affords line managers more access to and control over position structure of their organization.
Functional Chief Representative (FCR)	A senior officer/civilian serving as a principle advisor to the senior career program official.
Legal Authority Code (LAC)	The legal authority is the law, Executive Order, regulation, agency directive, or the instruction under which the

	personal action is taken.
Nature of Action (NOA)	The phrase that explains the action that is occurring (such as "appointment" or "promotion"). Each nature of action has a unique numerical code that identifies, for statistical and data processing purposes, that particular nature of action.
Notification of Personnel Action (NPA); *also called SF-50*	The NPA is the end product of the RPA. It is used both as official notification to the employee and as official documentation of the action. Employees must have access to NPAs, and a copy must be filed in the employee's Official Personnel Folder.
OF-306 (Declaration for Federal Employment)	A form used to determine acceptability for Federal and Federal contract employment and enrollment status in the Government's Life Insurance program.
Position Organization Address (POA); *formerly known as Local Table 30*	The address that prints as the "Name and Address of Position's Organization" in blocks 14 and 22 of the RPA and NPA.
Reinstatement	The reemployment of a former employee who held a career or career conditional appointment with a Federal Agency. Individuals may be placed non-competitively in positions at grades equal to or lower than previously held.
Request for Personnel Action (RPA); *also called SF-52*	The RPA is an interactive electronic form that automates the creating, editing, approving, coordinating, and tracking of personnel actions. It provides a single, integrated process to supervisors, managers, personnelists, manpower, and payroll to manage personnel actions electronically, coordinate to the appropriate officials, and provide reports.
Special Candidate Tracker (SCT)	The Special Candidate Tracker Database for ACTEDS Intern positions is maintained by the ARC.

SF-15 (Application for 10-Point Veteran Preference)	A form used by veterans and relatives of veterans when claiming 10-point veteran preference. The information on this form, along with any accompanying required documents, will be used to determine whether a veteran or relative of a veteran is entitled to 10-point veteran preference.
SF-75 Information	Pre-employment information when the applicant's Official Personnel Folder is not available for review. The information is used to (1) verify information on the applicant's application; (2) make decisions regarding the applicant's eligibility for appointment, pay and benefits; and (3) to complete the processing necessary.
Unit Identification Code (UIC)	A six digit alphanumeric code which uniquely identifies each United States DoD entity.
USA Staffing	An automated examining system that was developed by OPM and is available to agencies on a reimbursable basis.
Veterans Employment Opportunity Act (VEOA)	Veterans who are preference eligible OR veterans separated after at least 3 years of continuous military service may apply under merit promotion announcements open to employees outside of the agency (DoD).